



# WEEKS PUBLIC LIBRARY

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## **Trustees' Meeting Minutes Virtual Via Zoom Thursday, April 22, 2021**

Present: Library Director Denise Grimse; Trustees Eileen Bischoff, Libby Ellwood, Marcia McLaughlin, Chris Peters.

Guest: Building Committee Chair Craig McLaughlin.

Meeting start time: 4:30 p.m.

Chair Marcia McLaughlin opened the Board of Trustees meeting at 4:30 p.m. A roll call was taken, a quorum was present, and it was announced the meeting was being held virtually through Zoom. A checklist to ensure meetings are compliant with the Right-To-Know Law during the State of Emergency was read by Chair McLaughlin.

Attendance of Trustees was taken by roll call: Eileen Bischoff – present, Libby Ellwood – present, Marcia McLaughlin – present, Chris Peters – present. Trustee Jane Man was absent.

1. The April 22, 2021 meeting was called as a Public Hearing pursuant to NH RSA 202-A:4-c, III, (a) for the purpose of accepting donations of five thousand (5,000.00) or more.

- Chair McLaughlin read the summary of project costs to be paid by The Friends of the Weeks Public Library. See attachment 1 for details. The summary was reviewed and discussed. It was noted the Doucet survey for the church property was not paid by town funds.
- The \$221,291.00 donation from The Friends of the Weeks Public Library covers expenses which were all in the original cost estimate. The additional \$198,000 approved by the March warrant article will cover completion of construction of the addition. The Friends donation will allow for the proper furnishing of the library. Checks for expenses have been or will be paid directly by the Friends of the Weeks Public Library.
- A motion was made by Chris Peters and seconded by Libby Ellwood to accept the donation in the amount of \$221,291.00 from The Friends of the Weeks Public Library. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.

2. Building Project Updates –

Building Committee Chair Craig McLaughlin presented a project update. A water test on the glass curtain wall was successful, all life safety systems are now fully operational, phase 1 furniture is scheduled for April 29, shelving installation is on schedule for the week of May 10, books are to be moved from the historic building into the addition the week of May 17. Denise Grimse will discuss the timing of moving items out of storage with Bluebird Storage.

3. Approve Minutes –

The minutes of the April 13, 2021 meeting were discussed. Item 5, the acceptance of the Portsmouth Garden Club Grant, will be amended to include the statement that the grant money will be deposited into the Trustees building fund account. A motion was made by Marcia McLaughlin and seconded by Eileen Bischoff to approve the minutes as amended. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.

4. Old Business –

- Trustees are encouraged to register for the May 7, 2021 Hillstown Library Cooperative webinar.
- The program for the August 2021 dedication ceremony was discussed, notably the duration of the ceremony. The Trustees will also need to approve the program.

5. New Business –

There was no new business.

A motion was made by Eileen Bischoff and seconded by Libby Ellwood to adjourn the April 22, 2021 meeting. Roll call vote: E. Bischoff – aye, L. Ellwood – aye, M. McLaughlin – aye, C. Peters – aye. All in favor, motion passed.

The April 22, 2021 meeting was adjourned at 5:09 p.m.

Respectfully submitted,  
Eileen M. Bischoff, Secretary

## Attachment #1

Summary of Project Costs to be Paid by The Friends of the Weeks Public Library				
Item	Cost	Basis	Status	
<b>Fixed Costs</b>				
Survey of Church Property	1,600	Doucet Contract	Paid	
Casework (built-in cabinets & circulation desks)	80,000	In Bauen Agreement	Paid	
Folding Partition Wall	13,000	In Bauen Agreement	Paid	
Third-party Inspector	6,683	In Turner Agreement	Essentially complete	
Shelving for Addition	75,095	In COP Agreement	Approved by Friends	
Furniture Phase 1	27,780	In COP Agreement	Approved by Friends	
AV in large meeting room	10,405	Quote	in progress; 50% Paid	
AV in two other rooms	3,328	Quote	Approved by Friends	
Post-construction Cleaning Services	3,400	Quote	Initial contract signed	
S/T	221,291			
		Approved by Friends	<i>Al C. Miesfeldt</i>	
		Accepted by Library Trustees	<i>Merrin McLaughlin</i>	

4/22/2021